




## GUIDE TO THE BUDGET

The budget document is a two volume set. Volume one is the **Executive Budget** and volume two is the **Detail Budget**. The Executive Budget is designed for a more general audience. Internet access makes the City's budget available to a much broader range of people. The Executive Budget is primarily a narrative presentation providing the City Manager's Policy letter, budget highlights, a profile of the City of Wichita, department overviews, background information, performance measurement data, summary tables of appropriations and positions counts, and an entire section on property taxes and the mill levy rate.

Figure 1. Department Presentation, Executive Budget (Vol. 1)



**The mission of the Law Department is to represent the City in all legal actions brought against the City or initiated by the City; provide legal advice to the City Council, the City Manager, the departments, and boards and agencies of the City; manage the City's diversion and deferred judgment programs; prepare and review ordinances, resolutions, contracts, bonds and other legal documents of significance to the City.**

**RECENT ACCOMPLISHMENTS**

- Reviewed and prepared a report on the utilization of legal services provided by outside legal counsel and recommended areas where reliance on outside counsel could be reduced. Eliminated one outside attorney contract for franchise negotiations. Several lawsuits and projects wound down or were completed during the year, thus ending the need for various outside legal counsel services.
- Reviewed and prepared recommendations to change the existing diversion offerings. All recommendations were adopted, including fee increases.
- Negotiated and drafted significant contracts concerning the purchase of the Kansas Farm property, the EMS Service Agreement, and the Local Environmental Protection Program, water quality grant sub-contract.
- Managed implementation of the feasibility study for development of a Victim Service Center. A contract was initiated with Mainstream, Inc. to begin implementation of a Victim Service Center in Wichita and stakeholders became active in developing the Center.

**DEPARTMENT OBJECTIVES**

- Maximize revenue generated from diversion and deferred judgment programs.
- Maximize liability claim payment against the City.
- Perform on a cost-effective basis as compared to costs of private firm services/hours with \$110-\$120 hourly rate.
- Provide cost effective legal services of the highest quality with minimal time usage.

**PERFORMANCE MEASURES**

Dept Objective	2001 Actual	2002 Actual	2003 Actual	2004 Proposed	2005 Proposed
Total Revenue - Diversion & Deferred	\$69,026	717,790	\$98,400	1,116,400	1,116,400
1 Diversion/Deferred Judgment Applications	3,179	3,754	5,875	5,900	5,900
2 Payment	4.9%	5.1%	1.89%	3.6%	3.6%
3 Amount Private firm would have charged	\$2,385,430	\$2,481,890	\$2,404,710	\$2,340,070	\$2,224,438
3.4 Hours/Cases Processed	3,324	2,84	4,48	3,60	3,90
4 Hours/Contracts	79	38	74	62	62
4 Hours/Ordinances	1.34	.86	1.22	1.14	1.14
4 Hours/Assignments	7.52	5.26	6.32	6.58	6.58
4 Total Attorney Hours	31,826	32,796	32,221	32,281	32,281

2005 - 2006 PROPOSED BUDGET 41 LAW

The Detail Budget is intended for an audience interested in more specific information. It contains very little narrative and is mostly numbers (see Figures 2 and 3). Volume two includes line item detail budget pages, personal services pages (which identify individual position titles, position classification ranges, authorized position counts, and salary amounts), a listing of all budgeted capital outlay, an itemization of all appropriation items categorized as "other" within department budgets, an itemization of operating grants received by the City (including an index of agency acronyms), all the organization salary schedules (ranges and steps), information about employee benefits, and an explanation of the chart of accounts for expenditures.

Both documents are primarily organized by departments, with the Executive Budget offering a few additional sections in the front. Both departments have an "Other Information" section at the end. Sections are separated with tabbed dividers.

Figure 2. Line Item Budget, Detail Budget (Vol. 2)

CITY OF WICHITA 2005/2006 ANNUAL BUDGET					
FUND	100 - GENERAL				
DEPARTMENT	04 - LAW				
DIVISION	10 - CITY ATTORNEY'S OFFICE				
SECTION	01 - LAW ADMINISTRATION				
	2003 ACTUAL	2004 ADOPTED	2004 REVISED	2005 ADOPTED	2006 APPROVED
110 Regular Salaries	1,282,694	1,284,230	1,337,250	1,340,750	1,344,910
120 Special Salaries	3,372	2,400	3,720	2,780	2,760
130 Overtime	0	0	0	0	0
140 Employee Benefits	268,686	268,130	273,030	291,880	314,590
150 Planned Savings	0	0	0	0	0
<b>Subtotal Personal Services</b>	<b>1,554,752</b>	<b>1,564,760</b>	<b>1,614,000</b>	<b>1,635,390</b>	<b>1,662,220</b>
210 Utilities	0	0	0	0	0
220 Communications	22,376	24,440	23,860	23,510	23,440
230 Transportation and Training	3,753	6,750	6,750	6,750	6,750
240 Insurance	50	1,460	1,460	1,460	1,460
250 Professional Services	61,052	62,000	72,940	72,940	72,940
260 Data Processing	74,888	68,260	72,380	67,570	67,570
270 Equipment Charges	287	1,590	1,590	1,590	1,590
280 Buildings and Grounds Charges	3,376	4,000	4,000	4,000	4,000
290 Other Contractuals	60,913	50,790	56,030	55,330	56,390
<b>Subtotal Contractuals</b>	<b>226,705</b>	<b>220,290</b>	<b>237,790</b>	<b>233,150</b>	<b>233,140</b>
310 Office Supplies	2,360	6,600	6,600	6,600	6,600
320 Clothing and Towels	0	0	0	0	0
330 Chemicals	0	0	0	0	0
340 Equipment Parts and Supplies	0	0	0	0	0
350 Materials	0	0	0	0	0
360 Equipment Supplies	0	0	0	0	0
370 Building Parts and Materials	165	250	250	250	250
380 Non-capitalizable Equipment	0	0	0	0	0
390 Other Commodities	20	20	20	20	20
<b>Subtotal Commodities</b>	<b>2,565</b>	<b>6,870</b>	<b>6,870</b>	<b>6,870</b>	<b>6,870</b>
410 Land	0	0	0	0	0
420 Buildings	0	0	0	0	0
430 Improvements Other Than Bldgs.	0	0	0	0	0
440 Office Equipment	0	0	0	0	0
450 Vehicular Equipment	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
510 Interfund Transfers	0	0	0	0	0
520 Debt Service	0	0	0	0	0
530 Other Nonoperating Expenses	0	0	0	0	0
540 Inventory Accounts	0	0	0	0	0
<b>Subtotal Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>1,784,022</b>	<b>1,791,910</b>	<b>1,858,660</b>	<b>1,875,410</b>	<b>1,902,230</b>

The **City Manager Policy Message**, near the front of the Executive Budget, is the principal focus upon current budget issues and the budget development environment. It communicates in a single section the City Council's policies and priorities that superintend the process, the salient issues and how they were resolved, and all the major changes incorporated in this budget. The intent of the Policy Message is to give readers one place to go to get a sense of the process's entirety. The budget documents flow from the Policy Message into greater and greater detail as it moves through the ensuing Executive Budget sections and into volume two.

The **City Profile** provides a historical outline of the City of Wichita. In addition, the City Profile reports demographic information, as well as information on industry and employment. Selected measures and projections of community growth that have assisted the budget process are reported in the City Profile. The **Budget Process** provides a budget calendar and basic information about the budget process. This section lets the reader know how the process works.

**Summaries of Revenues and Expenditures** are in the following section. Often called the City's "Total Operating Budget," the summaries in fact are a combined presentation of several, discrete operating budgets (or legal funds) that are established as locally funded operations. Trust funds, grant funds and capital funds are not included in these summaries.



Figure 3. Personal Services Page, Detail Budget (Vol. 2)

CITY OF WICHITA 2005/2006 ANNUAL BUDGET									
FUND	100 - GENERAL								
DEPARTMENT	04 - LAW								
DIVISION	10 - CITY ATTORNEY'S OFFICE								
SECTION	01 - LAW ADMINISTRATION								
POSITION TITLE	2003	2004	2005	RANGE	2004 ADOPTED	2004 REVISED	2005 ADOPTED	2006 APPROVED	
Director of Law & City Attorney	1	1	1	002	115,560	119,030	119,030	119,030	
First Attorney	1	1	1	004	98,740	99,190	99,190	99,190	
Senior Attorney	3	3	3	005	262,690	271,190	271,190	271,190	
Attorney III	5	5	5	111	359,530	373,530	373,530	373,530	
Attorney I	6	6	6	115	289,570	305,940	305,940	305,940	
Division Program Coordinator	1	1	1	118	49,240	50,720	50,720	50,720	
Administrative Secretary	1	1	1	621	29,890	30,190	30,940	31,750	
Legal Secretary	3	3	3	620	99,900	100,940	101,610	102,390	
Secretary	2	2	2	619	58,430	56,620	58,030	59,540	
Subtotal	23	23	23		1,361,550	1,407,320	1,410,150	1,413,250	
Community Service Worker (WSA)	1	1	1	410	0	950	0	0	
Subtotal	1	1	1		0	950	0	0	
ADD: Longevity					4,730	4,870	5,160	5,450	
Accrual					10,700	10,700	11,100	11,900	
Auto allowance					2,400	2,400	2,400	2,400	
Cell phone allowance					0	360	360	360	
LESS: 25% Sr. Attorney - Pension Management					(20,890)	(21,410)	(21,420)	(21,420)	
75% Sr. Attorney - Bond Projects					(62,060)	(64,230)	(64,240)	(64,270)	
Subtotal					(64,920)	(67,310)	(66,640)	(66,580)	
TOTAL	24	24	24		1,296,630	1,340,970	1,343,510	1,347,870	

**Departmental Presentations** in the Executive Budget begin with a mission statement, recent accomplishments, department objectives, and a table reporting key performance measurements that relate to the objectives (see Figure 1). The section also includes an overview of the department, operational information, discussion of issues that were prevalent during budget development, and closes with narrative about future challenges and summary table of appropriations and authorized position totals. The depth of discussion for each department is intended to provide general audiences with a greater sense of what total value that department adds to the community for the amount of its budget..

Figure 4. Budget Summary Table, Executive Budget (Vol. 1)

Law Department Budget Summary					
	2003 Actual	2004 Adopted	2004 Revised	2005 Proposed	2006 Projected
Personal Services	1,564,752	1,564,750	1,614,000	1,636,390	1,652,228
Contractual Services	226,705	220,290	237,790	233,150	233,140
Commodities	2,565	6,870	6,070	6,870	6,870
Capital Outlay	C	0	0	0	0
Other	C	0	0	0	0
Total Local Expenditures	1,794,022	1,791,910	1,858,060	1,875,410	1,902,238
General Fund	1,794,022	1,791,910	1,858,060	1,875,410	1,902,238
Total full-time positions	23	23	23	23	23
Total part-time positions	1	1	1	1	1
Total FTE positions	23.25	23.25	23.25	23.25	23.25

The first page in each department presentation focuses on **Performance Management**. Each department was provided a Performance Management Reference Guide that detailed a comprehensive performance management program, allowing for a way of collecting and using information to maximize service quality and resource utilization. From this program these department pages were created as a tool to illustrate to employees, supervisors, managers, elected officials and citizens the performance levels of the City.

The final section of the budget document contains **Other Information**, and provides supplementary detail for the rest of the document, as well as budgetary laws, policies and guidelines.

## Budget Documents

The two-volume budget document is the principal product of the budget development process, but there are several documents produced as part of the overall process, and each of them contribute to the financial planning and policy making process. The budget captures in summary much of the information provided in other documents.

- The City of Wichita **Financial Plan** is a completely separate document presenting economic and financial assumptions, preliminary revenue projections, current level expenditure estimates and fund balances for five years into the future. All major operating funds are included in this analysis. It is prepared in the spring of each year and presented to the City Council as the first step in the budget process. The Financial Plan serves as a launching pad for the Council to offer direction, priorities, or policy modifications as the budget process kicks-off.
- The **Proposed Annual Budget** contains the City Manager's proposal to meet the City's operating needs for a two-year (continually rotating) period, along with revenue estimates and decision points for City Council action (published in July). It resembles the eventual Adopted Budget in all respects, i.e., and Executive and Detail volumes, etc. However, it does not include any final changes made by the governing body and it does not contain some information that is not available until later in the year, e.g., updated grant information.
- The **Adopted Annual Budget** contains the operating expenditure limits approved by the City Council and certified to the State of Kansas, as required by law, for the coming calendar year (published in November). The Executive and the Detail publication together comprise the **Adopted Annual Budget**.
- The **Capital Improvement Program** (CIP) provides the ten-year program for planned capital projects and the means of financing them.
- Each year, the Budget Office produces the City's annual **Organizational Chart**. This document conveys the approved organizations for each City department, including all authorized position titles and counts, and information about which are locally or non-locally funded.

**Governmental Funds.** Governmental funds are used to account for operations that rely primarily on current assets and current liabilities.

- The **General Fund** finances the largest portion of current operations. General Fund operations are Police, Fire, Public Works, Park, Library, Law, Municipal Court, Finance, Health, City Council, City Manager and General Government. Primary funding sources are property taxes, motor vehicle taxes, franchise taxes, intergovernmental aid and user fees.



- The **Debt Service Fund** accounts for the payment of interest and principal on long-term general obligation (GO) debt. Sources of funding include property taxes, special assessments, sales tax, bond proceeds, interest earnings and miscellaneous sources.

**Special Revenue Funds** finance specified activities from a dedicated revenue source and are presented in the Detail Budget after General Fund activities within each department presentation.

- The **Tourism and Convention Fund** supports convention and tourism promotion with monies collected through the transient guest tax.
- The **Trolley Fund** receives contributions, charter income, fares, and other revenues to finance operating and maintenance costs of five trolleys.
- The **Special Alcohol Programs Fund** receives a dedicated portion of state-shared alcohol liquor tax revenues, which are reserved only for services or programs dealing with alcoholism and drug abuse prevention and education.
- The **Special Parks and Recreation Fund** receives a portion of state-shared alcohol liquor tax for the support of park and recreational services, programs and facilities.
- The **Ice Rink Management Fund** uses revenues received from the operation of Wichita Ice Sports to offset the expense of contract management for the facility.
- The **Landfill Fund** receives income through a lease agreement with a private contractor, to support activities at refuse disposal sites and environmental management needs.
- The **Landfill Post Closure Fund** exists to satisfy a statutory requirement of contingent resources enough to remediate environmental hazards emanating from the City's closed landfill. The resources were accumulated during the operation of the landfill, are enhanced through investment, and must be maintained throughout a thirty year liability period.
- The **Central Inspection Fund** utilizes building permit and license fees to monitor and regulate compliance with City codes on building construction, housing maintenance, signs and zoning.
- The **Economic Development Fund** provides management for the City's ongoing capital financing program as well as the administration for special financing projects.
- The **Sales Tax Construction Pledge Fund** receives one-half of the City's local sales tax distribution, which is pledged to support the City's transportation infrastructure. Resources are used to support debt obligations in the Debt Service Fund for selected freeway, arterial, and bridge projects, and thereafter to cash finance other qualifying and designated transportation projects.
- The **Property Management Fund** utilizes rental revenues and other earnings to acquire, manage, and dispose of City-owned properties.
- The **State Office Building Fund** uses building and garage rent payments and parking space revenues to manage custodial and maintenance functions of the State Office Building.
- The **Tax Increment Financing Fund (TIF Districts)** receives support from a property tax increment in defined districts to fund remediation and clean-up of groundwater contamination, and fund redevelopment projects to prevent or alleviate blighted areas. Districts established to eliminate groundwater contamination also receive funding from potentially responsible parties to assist with the clean-up efforts.
- The **Self-Supporting Municipal Improvement District (SSMID)** was created by the City Council in 2000 as a benefit assessment district to improve and convey special benefits to properties in downtown Wichita. The SSMID Fund provides the accounting mechanism for the revenues and distributions of the district.
- The **City/County Joint Operations Fund** supports the Metropolitan Area Planning Department and maintenance of the Wichita-Valley Center Floodway Project. Both operations are jointly financed by the City/County (less any self generating revenue), but are administered within the City's organization.
- The **Art Museum Board Fund** segregates the annual General Fund subsidy given to the Art Museum, allowing these resources to carryover to subsequent fiscal years, earn interest, and maintain a cash reserve for accrued liabilities (vacation and sick leave) and for emergencies.

**Enterprise Funds** are used for government functions that are self-supporting. Enterprise funds belong to the group of funds called "proprietary," and are operated much like a business, with a balance sheet for all long-term debt obligations, assets and liabilities. These funds provide services to the community at large, in contrast with internal service funds (another kind of proprietary fund that provides services within the City organization). Each enterprise operation receives revenues from the sale of services or user fees. The operations generally do not receive tax support, except for Transit, which receives a subsidy from the General Fund.

The City has six enterprise funds:

- The **Wichita Airport** provides facilities for air transportation services for the public, business and industry.
- The **Golf Course System** provides five public golf facilities that are supported by user fees.



- The **Sewer Utility** operates and maintains the sewer component of the combined Water and Sewer Department, including wastewater treatment plants.
- The **Water Utility** operates and maintains the water component of the combined Water and Sewer Department, treating and distributing a safe, reliable supply of water from the equus beds (aquifer) and Cheney Reservoir (surface water).
- The **Storm Water Utility** is responsible for the construction and maintenance of the City's storm water system.
- **Wichita Transit** provides public bus service through regular fixed route services and special charter (point-to-point) services.
- The **Cemeteries Trust Fund** uses interest earnings and charges for services to maintain the Highland Park and Jamestown cemeteries.

The chart on page viii provides a graphic representation of the fund structure utilized in the City budget. Efforts have led to a consolidation of funds (for example, more than a dozen property tax supported funds have now been consolidated into the General Fund and Debt Service Fund). Fund consolidation, along with automated data system accounting, allows improved management and costing of programs (and cost recovery where appropriate) and maximizes City Council financial flexibility in policymaking.

**Internal Service Funds** provide services for City departments at cost. Like enterprise funds (which provide services externally), internal service funds belong to the "proprietary" group of funds. The funds are operated like a business, with a balance sheet for all assets, current liabilities and long-term obligations.

The City has four internal service funds:

- **Fleet** includes the equipment motor pool and central maintenance facility.
- **Information Technology** coordinates the City's office automation and data processing, and provides centralized management of the large digital switch, long distance usage, smaller telephone systems, and other telecommunications.
- **Stationery Stores** provides all departments with office supplies, mail service, and microfilming at the most economical cost.
- **Self Insurance** accounts for the self insurance programs of health, workers' compensation, group life, employee liability, property damage and general liability.

**Trust Funds** are established when the City is custodian of monies that are to be reserved and used for a specific purpose. The budget document presents selected trust funds that are expended according to the conditions of the trusts.

- The **Wichita Employees' Retirement Fund** provides a pension program for noncommissioned employees. The City's contribution is budgeted within the operating departments.
- The **Police and Fire Retirement Fund** provides a pension program for commissioned Police and Fire personnel. The City's contribution to this pension program is budgeted within the operating departments.